State of Montana
Department of Public Health and Human Services
PO Box 4210   Helena, MT 59604

VACANCY ANNOUNCEMENT

March 5, 2008   5 Page Document

TITLE:	Programmer/Analyst IV
POSITION NO:	48033
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	$45,230 - $56,538 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but one year of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position designs, builds, tests, and implements automated computer systems for the Public Health & Safety Division (PHSD); performs technical and analytical work on development, maintenance and enhancement relative to PHSD systems; leads information system projects, enhancement or maintenance phase, to coordinate activities of the project team, schedules and assigns the work of the team; evaluates work done by other Programmer/Analysts to ensure work is done correctly and in accordance with bureau standards and project requirements; writes reports for management and project sponsors; analyzes feasibility and cost of new systems to inform management decisions prior to starting projects; develops documents defining the identified requirements, which will be used for user verification as a deliverable and for system design; develops a conceptual or logical model of the database system to support the system under development using data modeling software; develops program specifications to guide the

task of writing software; writes and compiles computer programs to implement the specifications; tests the code in increasingly complex environments; converts legacy data from the old application into the new database system; provides technical assistance to staff, users and management; and educates end users using training materials and verbal presentation on the policies and procedures pertaining to the use of a specific system.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the theories, principles and practices of information systems development, enhancement and maintenance; computer hardware and software; and systems analysis, design, testing and documentation techniques and practices.

Skills: Skill in programming with Java Server Pages (JSP), using Oracle database and running on a UNIX platform; and computer programming, systems analysis, project management, computer application design and administration, and end-user training and support.

Abilities: Ability to develop and implement appropriate system solutions to accommodate user needs; solve information system problems; provide guidance, instruction and supervision to programmer/analysts; provide training and technical assistance to support personnel and users; follow written and verbal instructions; communicate effectively verbally and in writing; maintain effective working relationships with other employees and agencies; and effectively communicate complex technical concepts to lay users.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in computer science or related degree **AND** five years of computer system development or programming experience. Experience programming Java Server Pages and using Oracle database, running an UNIX platform is preferred. Other acceptable experience may include: computer programming, systems analysis, project management, computer application design/administration, or end-user training and support. Relevant recent (within 10 years) experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of related education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1.   Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements).* **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to

register, but fail to do so, you are not eligible for employment
with the State of Montana.

Department of Public Health and Human Services
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Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

<u>QUESTION</u>

<u>NOTE:</u> Your answer to the following question must be specific as to <u>dates</u> and <u>employers</u>. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1.   Describe your experience developing database applications. Include where you worked, when you did the work, and for how long; the development environment including hardware and software used; and your specific contribution to the development effort. For each project you worked on, indicate what software tools you used, and for approximately how many months you used that tool during the project.